

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Emergency/Small/Sole Source PurchasesEmergency Purchases

The following procedures are used for emergency purchases:

- A. When an emergency occurs during office hours, the affected department shall notify the Assistant Superintendent for Finance by, telephone or electronic mail in order to encumber funds and to expedite electronic approval of the emergency requisition. Every effort shall be made to obtain the best possible price and terms. In circumstances where an exact cost is not known, use the best estimate. Inform the buyer as soon as the exact cost is known.
- B. When an emergency, which poses an immediate need, occurs after office hours, the head of the affected department shall authorize the purchase. The head of the department or designee shall contact the Assistant Superintendent for Finance the next business day in order to expedite approval of the electronic requisition. Every effort is to be made to obtain the best possible price and terms. In circumstances where an exact cost is not known, use the best estimate. Inform the buyer as soon as the exact cost is known.
- C. As soon as possible, but not later than the next business day after the emergency situation, the head of the affected department shall forward a requisition electronically, including in the "comments" section justification for the particular contractor chosen for the emergency procurement.
- D. The appropriate Assistant Superintendent or designee shall be responsible for notifying the school board through the Division Superintendent.
- E. The Assistant Superintendent for Finance or designee shall issue a written notice stating that the contract is being awarded on an emergency basis and identifying the goods or services which are being procured, the contractor selected, and the date on which the contract was or will be awarded.
- F. Prior authorization for emergency procurement shall be obtained from the Assistant Superintendent for Finance whenever possible.

Approved by the Division Superintendent:

May 16, 1997

Revised by the Division Superintendent:

August 25, 1998

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Emergency/Small/Sole Source Purchases

Revised by the Division Superintendent: May 27, 2003